

Minutes June 27, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz (left at 5:45), Mary Sowinski (arrived at 4:15 PM), Vicki Reuling

Absent:

Others: Bill Hayes (Historical Society, arrived 4:15 PM)

Vicki Reuling called the meeting to order at 4:00 p.m.

Report on agenda posting: Erica reported on the agenda posting in accordance with Wisconsin Open Meeting Law.

Agenda approval: Motion by Catherine, seconded by Tom to approve the agenda in any order. All ayes, motion carried.

Review and approval of minutes from June 13, 2018 meeting: Motion by Janet, seconded by Rosie to approve the June 13, 2018 minutes as presented. All ayes, motion carried.

Construction update – discuss/approve drainage contingency: Trees between library and historical society were removed on 6/20 and the new line to the town building has been trenched in and power has been connected to town hall. The Tuesday construction meeting addressed the concern that things have not been moving along by the original plan, specifically that excavation was scheduled to begin a month ago. The plan is now to have excavation begin 7/2, and Greenfire still has a substantial completion date for mid-November.

Vicki presented two change orders with associated costs for the previously discussed drainage amelioration.

Motion by Mary, seconded by Catherine to approve Greenfire change order PCO #2 for excavation and rerouting for storm water drainage in the amount of \$18,375. All ayes, motion carried.

Motion by Erica, seconded by Janet, to approve change order PCO #3 for installing drain tile and basement waterproofing, pending conferring with the architect about item #7 to prepare footings and frost wall to replace the stairs on the north side. If item is removed from change order completely, cost would \$31,367.39. Included cost would be \$41,498.39. All ayes, motion carried.

Reuse of Demmer siding: Mary measured 560 square feet of siding remaining on the building, minus waste. She has approximately 100 square feet in storage, again minus waste. Vicki reports that Mike Kwaterski is still on board with refinishing the siding. The historical society will have priority for the north wall and secondary for the Local History room.

Ceiling tiles: Motion by Janet, seconded by Tom, to approve change order PCO #4 for adding reveal ceiling tiles at cost of \$3,060.75. All ayes, motion carried.

Report from signage committee – select signage contractor: The signage workgroup met at 3 PM on 6/27. The workgroup is continuing to work with Matt Woller from Graphic House to refine the proposed

designs. They have not had responses from the other two vendors previously contacted. The committee reviewed the proposal-to-date for the exterior freestanding signs and discussed location of sign to provide architect/contractor with information for supplying underground electrical line for lighting.

Mary Sowinski has contacted Midwest Promotional Services in Eagle River as another possible local vendor. They have expressed interest in providing a quote for production of an outdoor sign. There is still question as to whether the types of materials Midwest Promotional Services can use would meet the specifications determined by the signage workgroup. Committee decided to table further discussion of contracting with a signage vendor until later in July when a comparative quote is obtained from MPS.

Bill Hayes requested consideration of the function of the sign on Huron Street to assist visitors to the Visitor Center. The Historical Society board will assign a member to join the signage workgroup once a vendor has been selected to design a coordinating museum visitor center sign.

Report from furnishings workgroup and select vendor(s): Erica presented the discussion from the FF&E workgroup and presented an updated FF&E budget spreadsheet with all FF&E items known to date, updated estimates for shelving, and proposed prioritized “tiers” for other furnishings. Committee discussed how to approach the FF&E budget and timeline needed for ordering items for installation. Shelving would need to be placed on order soon but other furnishings could be ordered in September.

Discussed potential need for bidding for procurement. Erica has done some research in state procurement guidelines and law and has discussed vendor selection process with furnishings consultant. Decisions regarding furnishings will be tabled until the next meeting when more information on the bidding process can be presented.

Recognition wall: No further information on the recognition wall was available.

Children’s room arch: Erica researched cost estimates included in the FF&E budget.

Financial spreadsheet: Reviewed the updated financial spreadsheet, which now includes the May/June bills approved at the 6/13 meeting.

Payment of bills: No bills to pay.

Ribbon cutting ceremony: The library board has agreed to plan the grand opening/ribbon cutting ceremony, mostly likely to be held spring/summer 2019. Committee members with particular interest should contact Catherine who will pass along information to the library board.

Public Comments: None.

Next Meeting: **Wednesday, July 12, 10 AM, at the Three Lakes school board room.** There being no further business, Tom made a motion to adjourn, seconded by Mary. All ayes, motion carried. The meeting adjourned at 5:51 p.m.

Respectfully submitted: Erica Brewster